

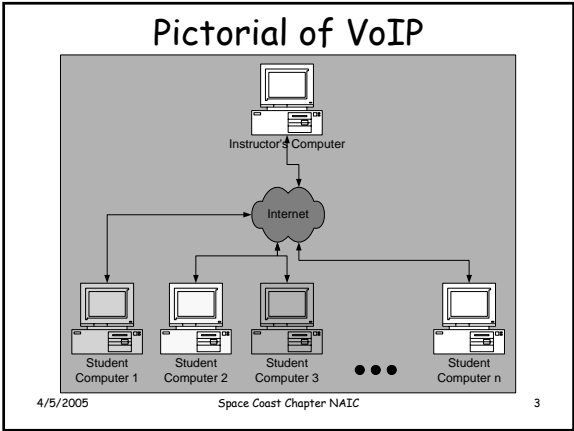
VoIP

Voice over Internet Protocol

What is VoIP?

- VoIP allows you to make telephone calls using a computer network, over a data network like the Internet
- For our purposes we will restrict it to mean voice communications among 2 or more computers.
 - The latter use is free of charge
 - Calls to phone numbers for a fee

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Hardware Requirements

- Computer
 - Speaker
 - Microphone
 - All student computers do not need a microphone but without one, they will not be able to question the instructor
- Connection to internet

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Software Requirements

- VoIP software
 - Free download from internet
 - Easy to install, learn, and use
 - Ability to connect to one or a number of remote computers
- NAIC software specific to the class being taught
 - There are demo versions for those who are new to the process


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People considerations

- Student computers may be in separate locations or collocated
 - If collocated it would be best if only a single computer used the microphone
- Students should have the experience to:
 - Use the mouse
 - Save files to a location
 - Open, close and/or minimize a window

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VoIP Setup with Skype

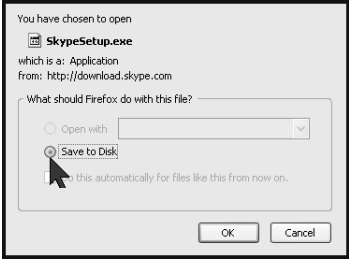


- 1} Start your Internet Browser
- 2} Go to www.skype.com
- 3} Click "Download now" shown where circled

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VoIP Setup with Skype

- 4} Select radio button "Save to Disk"
- 5} Click "OK"
- 6} Close the browser



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VoIP Setup with Skype




- 7} Find SkypeSetup.exe on your desktop or in the folder where downloads are saved on your computer
- 8} Open (Double Click) on SkypeSetup.exe
- 9} The Setup - Skype window will open

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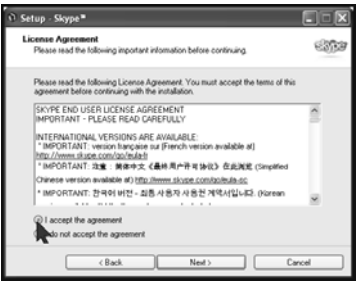
VoIP Setup with Skype

- 10} Make sure English is selected as your language
- 11} Click "Next"



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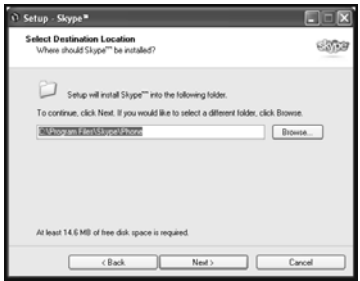
VoIP Setup with Skype



- 12} Accept the agreement
- 13} Click "Next"

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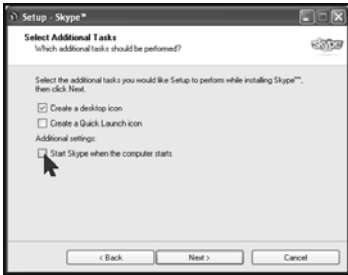
VoIP Setup with Skype



- 14} Accept the suggested location
- 15} Click "Next"

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VoIP Setup with Skype



16} Verify selection of "Create a desktop icon"
 17} No other box needs to be selected
 18} Click "Next"

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VoIP Setup with Skype



19} No box needs to be selected
 20} Click "Finish"

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VoIP Setup with Skype



21} Choose your Skype Name
 22} Choose your password
 23} Add email (your choice)
 24} Check "Yes, I have read and I ..."
 25} Click "Next"

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Skype is now installed

- Double click the Skype shortcut on your desktop to start the application
- You will not have any contacts
- We will now show you how to find contacts

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Locate Contacts 1/3

- Click "Tools"
- Then click "Search for Skype users..."



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Locate Contacts 2/3

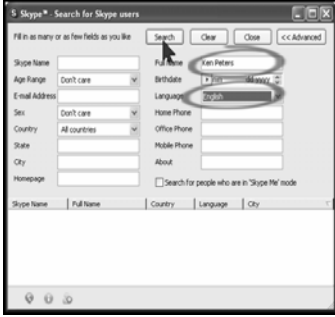


- Click "Advanced"

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Locate Contacts 3/3


- Enter name in "Full Name"
- Perhaps select "English"
- Do not over select
 - Most folks do not post all information



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Transfer Files Among Contacts

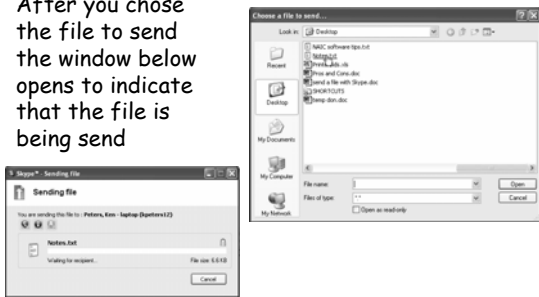
- With Skype it is a simple matter to transfer files among users.
- With a call in place click on the icon shown {white up arrow in a blue rectangle}



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Transfer Files Among Contacts


After you chose the file to send the window below opens to indicate that the file is being send



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Transfer Files Among Contacts


- On the receiving computer select Save As
- Then "Yes" to Enabling file transfer



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Transfer Files Among Contacts

- Chose the location to save the file
- You may then chose to either open the file or close the Skype Receiving file window



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